

**LAFAYETTE MANOR COMMITTEE MEETING**

**Tuesday, October 27, 2015**

**Meeting Time: 5:00 PM**

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**Attending Committee Members & Manor Staff**

Dave Halloran, Chairman  
Zeke Garthwaite  
Gerald Heimann  
Jack Sauer - Excused  
Kenny Taylor  
Vicki Whitford

Julie Chikowski, ADM  
Peggy Rolli, A. ADM  
Judy Gobeli, DON  
Shelley Lange, HRC  
Barb Johnson, DF

**Call to Order -**

The Lafayette Manor Committee Meeting was called to order at 5:00 p.m. by Dave Halloran, Chair. All Committee members were present, with the exception of Jack Sauer, who was excused.

**Posting -**

Shelley Lange reported that the meeting agenda was posted at the Court House, Memorial Hospital, Lafayette Manor, submitted to the County Clerk's Office for posting on the County website (along with the not yet approved September 29, 2015 meeting minutes), and submitted to the R.J.

**Minutes -**

A motion was made by Zeke Garthwaite, and seconded by Kenny Taylor, to approve the September 29, 2015 meeting minutes, as written. The motion carried unanimously.

**Approval of Agenda -**

A motion was made by Kenny Taylor, and seconded by Zeke Garthwaite, to approve the October 27, 2015 agenda as presented. The motion carried unanimously.

**Public Comment -**

There was no public in attendance.

**Lafayette Manor Financial Notes – Submitted by Barb Johnson**

**Revenue and Expense Analysis:**

- Total Net Revenue for the month of September 2015 was \$364,337. YTD Net Revenue totaled \$3,339,063.
- For the month of September 2015 expenses totaled \$417,930. YTD Expenses totaled \$3,601,521.
- Budget is set at 56 residents, and we are currently at 55 residents.
- Department status in relation to their budget, indicates that expenses are below budget for the month and year. Most departments are under budget.
  - Patient Services Staff: Under budget for the month and year; due to reduction in LPN and CNA staff.

- The facility has been experiencing a shortage of CNA staff, creating the need for CNA's to work additional and/or double shifts.
- Patient Services Supplies: Under budget for the year; due to a decrease in charges for patient service supplies.
- Therapy Services: Over budget for the month and year; due to a decrease in Medicare residents requiring therapy services.
- Activities: Over budget for the year, due to an increase in resident activities.
- Dietary: Over budget for the month; due to 5 weeks of invoices.
  - Dietary is under for the year.
- Laundry/Linen: Over budget for the month and year; due to an increase in the resident census.
- Scheduling: Is being performed by a CNA who works 10 hours each week at a \$.50 per hour rate increase.
  - Scheduling hours are deducted from her normal CNA hours.
- Utilities: Over budget for the month; due to the quarterly water invoice.
  - Utilities are still under budget for the year.
- Monthly Net Income is at a loss of \$53,593.
- YTD Levy remaining is \$166,754.

#### **Swingbed Statistics:**

- Hospital admitted Swingbed days related to the Manor for September was 0.

#### **Hospital Usage:**

- Hospital payment to the Manor for September rent is \$1,440.00.
- YTD rent for the Hospital Business Offices residing at the Manor totals \$12,960.00.

#### **Wages & Fringes:**

- YTD Wages are currently showing over budget by \$9,723.
- YTD Benefits are under budget by \$50,404.
- YTD Net under budget by \$40,682.

#### **A/R Aging:**

- The total Accounts Receivable as of September 30, 2015 is \$324,942.46.

Julie Chikowski stated that the Manor is looking very closely at all referrals to make sure that all eligible residents residing in the county are admitted. She noted that some out of county residents have been denied admission, due to the shortage of CNA staff.

#### **Audit of Bills – Presented by Barb Johnson**

Barb Johnson went over some of the submitted bills, noting that the payment to Memorial Hospital in the amount of \$13,539.00 for liability insurance, is a pre-paid expense, amortized over a 12 month period. In following up on the cost of the parking lot light project, Barb Johnson stated that the entire project cost \$3,500.00 with \$2,065.00 paid by donation funds, leaving a balance of \$1,435 which was paid by the Manor. No installation costs were paid due to Maintenance Supervisor, Jim Lange, performing that function.

*A motion was made by Vicki Whitford, and seconded by Zeke Garthwaite, to approve the bills as presented. The motion was carried unanimously.*

**Utilization Report –**

The following admission and pay source information was submitted for September 30, 2015:

September 30, 2015 Admission / Discharge Report	
Total Admissions	2
Total Discharges	4
Charges Report	
Pay Source: Medicare Part A	7
Medical Assistance	38
Private Pay	19
Insurance	0
Average Daily Census	55

Vicki Whitford inquired if Long Term Care Insurance covered the cost of skilled nursing care. Julie Chikowski stated that it depended on the insurance, noting that many insurance policies carry a 90 Day to 6-Month exclusion period. Julie Chikowski explained that due to Humana coming back and pulling their previously made payments after a 2 year period; the Manor no longer admits residents with Humana Insurance. She noted that the facility had done everything correctly including securing the necessary prior authorizations, but the company was still able to recoup money they had previously paid out.

Julie Chikowski reported that the SUN Meal Program had contacted her to ask that a signed contract for 2016 be issued to verify the agreed upon price of \$5.00 per meal.

**Management Report –*****HVAC System –***

Julie Chikowski reported that Jim Lange has received one bid from Johnson Controls in the amount of \$50,000; and is working on obtaining two more bids, before bringing the proposed system upgrade before the Committee. It was noted that the upgrade is necessary since this system controls the air handling units, pumps, and valves, used to heat and cool the entire facility, and certain areas are no longer working properly.

***Laundry Update -***

Julie Chikowski reported that Lafayette Manor is not currently contracted with any laundry service; but that the Manor and Hospital are working to put out bids jointly in an effort to cut costs. Julie Chikowski noted that we have not received an increase in price from Superior Linens at this point, and that she plans to have the applicable bids to present to the Committee by the end of the year.

***Auxiliary Report –***

Peggy Rolli reported that the Manor received a \$200.00 donation for the purchase of Halloween candy from the Auxiliary. She stated that the Fall Festival was a success, with proceeds totaling approximately \$5,500.00.

***Marketing Report –***

Peggy Rolli presented the Marketing Report; stating that the following photos with articles has been submitted to the Republican Journal:

- Lions Club Donating \$250.00 to be used to Provide Entertainment for the Residents
- Rosalie & Ron Playing Music for the Residents
- Mary Zimmerman Presenting a “Tour of Switzerland” for the Residents
- Children Trick or Treating on Halloween Night; Will be Submitted Following the Event

Registered Nurse, Leah Stocks, will be featured in the upcoming MHLC Newsletter. Leah, who lives in Hazel Green, has been with Lafayette Manor since June of 2014. We are very happy to have her as part of our nursing staff.

#### ***OT & Staffing – Reported by Shelley Lange***

Overtime Expenses continue to rise, with September OT totaling \$12,707.08 - up from our previous yearly high in August of \$10,587.67. The CNA shortage has really impacted our facility, and our ability to hire qualified certified staff. The current staff has really stepped up to ensure the safety and well-being of our residents, by working double shifts and on their days off, which is greatly appreciated.

#### ***Nursing Department 12-Hour Shift Proposal***

In an effort to obtain additional staff nursing hours, Julie Chikowski stated that she would like to offer Lafayette Manor nursing staff (CNA, LPN, RN staff) the option of working 6 - 12 Hour Shifts, totaling 72 Hours per pay period, which would then be considered full time for the purpose of health insurance deductions; with benefits remaining prorated according to actual hours worked. Julie Chikowski stated that for a part-time employee working 6 – 8 Hour Shifts, this would result in an additional 24 hours of nursing coverage per pay period, resulting in less OT. She noted that since this proposed staffing change would mirror Memorial Hospitals, the precedence has already been set. Julie Chikowski stated that she has gotten some positive feedback from Manor staff regarding this proposed change. It was noted that this will be an option given to all nursing staff, and stressed that the facility will not require staff to work the 12 hour shifts.

A motion was made by Vicki Whitford, and seconded by Kenny Taylor, to approve the proposed 6 – 12 Hour Shifts option, totaling 72 Hours per pay period, for all nursing staff, which would be considered full time for the purpose of health insurance deductions; with benefits remaining prorated according to actual hours worked. The motion carried unanimously. This proposed change will now go before the HR Committee.

#### ***Reinstatement of the Bed Maker / Housekeeper Position***

Julie Chikowski reported that in an effort to cut down on duties which the CNA's now perform, but that could be performed by non-certified staff; she would like to reinstate the Bed Maker position, which was discontinued when we had plenty of CNA staff to perform those duties. She stated that in going over the duties which CNA's perform each day, there was a total of 18 duties identified, which could be performed by a person in this position, including the cleaning of equipment, running elevators to transport residents to meals and activities, and passing liquids, etc. The position would be utilized for both day and pm shifts. The development of an 8-hour training program to teach the person(s) assuming this position how to feed residents is also being looked into. Since the position would not require certification, the pay rate would be set at the housekeeping starting rate of \$11.97 per hour. Julie Chikowski stated that this would allow the facility to run with 7 CNA's instead of 8 on a regular basis. Dave Halloran inquired if 7 would meet the facilities minimum staffing requirements. Julie Chikowski stated that the facility is always over the minimum required staffing limits, so that would not be an issue.

A motion was made by Gerald Heimann, and seconded by Zeke Garthwaite, to approve the proposed Bed Maker / Housekeeper Position, as detailed above. The motion carried unanimously. The reinstatement of this position will now be taken before the HR Committee for approval.

### ***Reinstatement of the Assistant Director of Nursing Position***

It was decided that a closed session was not necessary in considering the reinstatement of the Assistant Director of Nursing position.

Julie Chikowski reported that she would like to recreate the ADON position, naming Lana Bryson, RN, MDSC, as the person most qualified to perform the necessary duties. Julie Chikowski stated that currently Director of Nursing, Judy Gobeli, is on call 24/7, and is starting to burn out. Currently, Lana Bryson, who processes the Minimum Data Set information on the residents, which drives all of our resident reimbursement payments, has been filling-in for Judy Gobeli when she is off.

Julie Chikowski stated that Judy Gobeli is currently salaried at an hourly rate of \$32.46; and that she would like to have Lana Bryson changed from hourly to salaried at a \$3.00 per hour increase, bringing her salaried rate to \$28.58 per hour. This position would share in the administrative duties with the Director of Nursing to include every other weekend call and supervision of employees; merging these duties with the existing MDS Coordinator position; effective the payroll following approval by the County Board.

A motion was made by Vicki Whitford, and seconded by Zeke Garthwaite, to approve the proposed reinstatement of the Assistant Director of Nursing Position, naming Lana Bryson, RN, MDSC, at an increase of \$3.00 per hour for a salaried amount of \$28.58 per hour; to share the administrative duties with the Director of Nursing as outlined above. The motion carried unanimously. The reinstatement of this position will now be taken before the HR Committee for approval.

### ***Personnel / Payroll Report – Reported by Shelley Lange***

#### **Family / Medical Leaves**

- 2 - ADA Accommodation
- 1 - Intermittent FMLA Leave: August 1, 2014 Extension(s) Through May 29, 2016

#### ***Staffing***

Hillary Gant                      PT/LPN                      Resignation: October 9, 2015

Agency LPN staff continues to work 6-8 shifts per pay period at a reduced rate.

#### **Workman's Compensation January 1, 2015 – August 25, 2015**

- 15 – First Report of Injury - No Reportable Time Off
  - 1 Claim is a third-time reoccurrence of the same injury

#### **73 Total Employees:**

- 42 Full-Time
- 12 Part-Time
- 19 Fill-In Status

#### ***CNA Recruiting Efforts:***

- Advertising in R.J.; Platteville and Monroe Shopping News; Monster; Wisconsin Job Center Posting.
- Julie Chikowski asked that Val Steiner be contacted to get the Manor's application put on the County Website.

***The following Resolutions proposed at the September 2015 Committee meeting were approved:***

1. To Bonus our existing Lafayette Manor Certified Nursing Assistants up to \$500.00 each, depending upon their full time equivalent (FTE) (1.0 FTE = \$500; .9 = \$450; .8 = \$400; and so forth), to stay competitive with our neighboring facilities and maintain properly trained and certified nursing assistants, in response to a significant industry shortage; AND
  - Offer up to a \$500.00 Sign on Bonus to new CNA's depending upon their committed FTE as well as continued employment with the Manor for a minimum of 9 months; and
  - To increase the Lafayette Manor CNA Wage \$.24 per hour for all CNA staff.
2. To offer compensation to cover the cost of the Certified Nursing Assistant class, and test completed any time after September 29, 2015, not to exceed \$700.00 per candidate, in exchange for a one year commitment to work for Lafayette Manor as a Certified Nursing Assistant.
3. To offer compensation to cover the cost of the Certified Nursing Assistant test completed any time after September 29, 2015, not to exceed \$150.00 per candidate, in exchange for a one year commitment to work for Lafayette Manor as a CNA.

**Agenda Items for Next Meeting –**

The following agenda items were suggested for the upcoming meeting:

1. HVAC System
2. Laundry

**Date of the Next Meeting –**

The next Manor Committee meeting is scheduled for:

**Monday, November 23, 2015**

**5:00 PM MEETING**

**LOCATION:**

**Lafayette Manor – 1<sup>st</sup> Floor West Meeting Area**

**Adjournment**

On a motion made by Zeke Garthwaite, and seconded by Kenny Taylor, the meeting of the Lafayette Manor Committee was adjourned.

Respectfully submitted by,

*Shelley Lange*

Shelley Lange  
Human Resource Coordinator

SL/sjl